

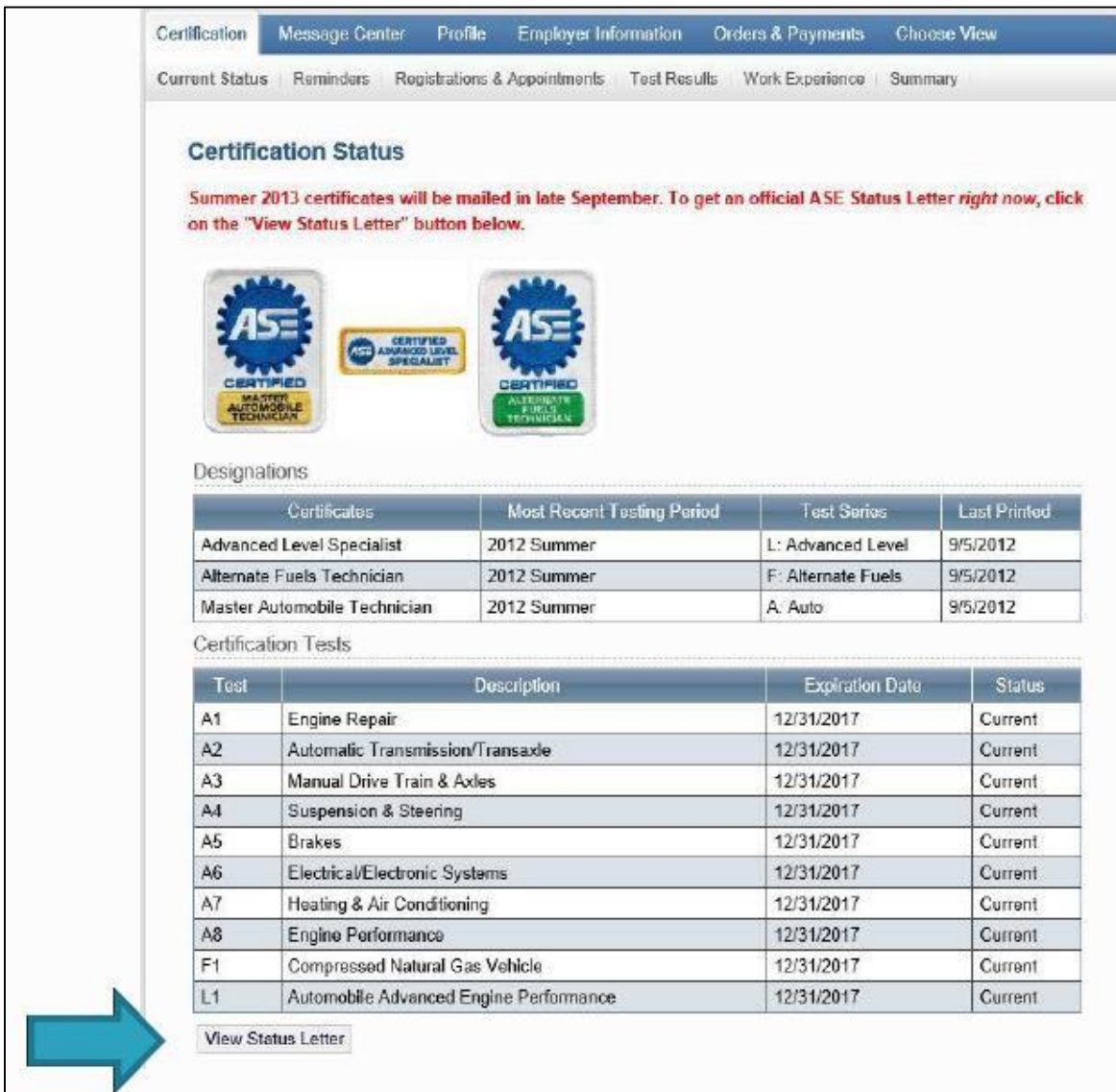
## Automotive Service Excellence (ASE) Certification Status Verification Process For New Jersey Emission Repair Technician (ERT) Certification

Providing your ASE certification status is a simple process using your personal myASE account page. By following this process, you will be giving ASE permission to e-mail your ASE certification status letter to the New Jersey Department of Environmental Protection (NJDEP) for the purpose of NJ ERT certification.

1. Click on the following link to access and login to your myASE account (this link also provides instructions on how to create a myASE account if you don't already have one):

<http://www.ase.com/About-ASE/myASE.aspx>

2. After you have logged into your account, under the "Certification" tab, click on the "View Status Letter" button located at the bottom of the page (indicated by blue arrow below):



The screenshot shows the myASE account interface. At the top, there's a navigation bar with tabs: Certification, Message Center, Profile, Employer Information, Orders & Payments, and Choose View. Below this is a sub-navigation bar with links: Current Status, Reminders, Registrations & Appointments, Test Results, Work Experience, and Summary. The main content area is titled "Certification Status" and contains a message about Summer 2013 certificates. Below the message are three ASE certification logos: Master Automobile Technician, Certified Advanced Level Specialist, and Certified Alternate Fuels Technician. Under "Designations", there's a table listing the user's certifications. Under "Certification Tests", there's a table listing various tests and their status. At the bottom left, a blue arrow points to a "View Status Letter" button.

**Certification Status**

Summer 2013 certificates will be mailed in late September. To get an official ASE Status Letter right now, click on the "View Status Letter" button below.

**Designations**

Certificates	Most Recent Testing Period	Test Series	Last Printed
Advanced Level Specialist	2012 Summer	L: Advanced Level	9/5/2012
Alternate Fuels Technician	2012 Summer	F: Alternate Fuels	9/5/2012
Master Automobile Technician	2012 Summer	A: Auto	9/5/2012

**Certification Tests**

Test	Description	Expiration Date	Status
A1	Engine Repair	12/31/2017	Current
A2	Automatic Transmission/Transaxle	12/31/2017	Current
A3	Manual Drive Train & Axles	12/31/2017	Current
A4	Suspension & Steering	12/31/2017	Current
A5	Brakes	12/31/2017	Current
A6	Electrical/Electronic Systems	12/31/2017	Current
A7	Heating & Air Conditioning	12/31/2017	Current
A8	Engine Performance	12/31/2017	Current
F1	Compressed Natural Gas Vehicle	12/31/2017	Current
L1	Automobile Advanced Engine Performance	12/31/2017	Current

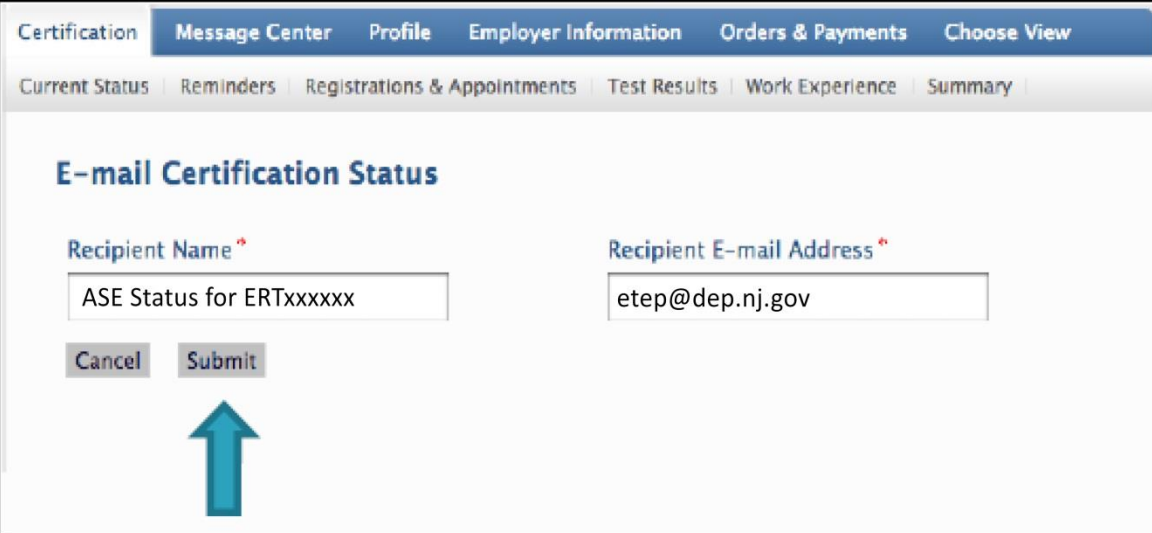
[View Status Letter](#)

3. To generate and e-mail your ASE Status Letter, click on the “E-mail Status Letter” button (indicated by blue arrow below):

The screenshot shows a web interface for ASE Status Letters. At the top is a navigation bar with tabs: Certification, Message Center, Profile, Employer Information, Orders & Payments, and Choose View. Below this is a secondary bar with links: Current Status, Reminders, Registrations & Appointments, Test Results, Work Experience, and Summary. The main heading is "ASE Status Letter". A red text block states: "This page shows your current ASE certifications. Use the buttons below to print a copy or send it by e-mail to your school or employer." Below this is the date "October 07, 2013". A section titled "Current ASE Designations" lists three items with green arrow icons: "Alternate Fuels Technician", "Advanced Level Specialist", and "Master Automobile Technician". Below that is a section titled "ASE Certification Details" which contains a table of certifications. At the bottom of the table are three buttons: "Back", "Print Status Letter", and "E-mail Status Letter". A large blue arrow is drawn on the page, pointing from the left towards the "E-mail Status Letter" button.

Test	Description	Expiration Date	Status
A1	Engine Repair	12/31/2017	Current
A2	Automatic Transmission/Transaxle	12/31/2017	Current
A3	Manual Drive Train & Axles	12/31/2017	Current
A4	Suspension & Steering	12/31/2017	Current
A5	Brakes	12/31/2017	Current
A6	Electrical/Electronic Systems	12/31/2017	Current
A7	Heating & Air Conditioning	12/31/2017	Current
A8	Engine Performance	12/31/2017	Current
F1	Compressed Natural Gas Vehicle	12/31/2017	Current
L1	Automobile Advanced Engine Performance	12/31/2017	Current

4. On the “E-mail Certification Status” page, type the following in the boxes:
  - a. In the “Recipient Name” box, type: **ASE Status for ERTxxxxxx** (insert your 6-digit ERT number in place of xxxxxx)  
Note: If you don’t have an ERT number or have forgotten it, please call the NJDEP’s Bureau of Mobile Sources at (609) 292-7953 for assistance.
  - b. In the “Recipient E-mail Address” box, type: [etep@dep.nj.gov](mailto:etep@dep.nj.gov)



The screenshot shows a web application interface with a top navigation bar containing links: Certification, Message Center, Profile, Employer Information, Orders & Payments, and Choose View. Below this is a secondary navigation bar with links: Current Status, Reminders, Registrations & Appointments, Test Results, Work Experience, and Summary. The main content area is titled "E-mail Certification Status". It contains two input fields: "Recipient Name" with the text "ASE Status for ERTxxxxxx" and "Recipient E-mail Address" with the text "etep@dep.nj.gov". Below the input fields are two buttons: "Cancel" and "Submit". A large blue arrow points upwards towards the "Submit" button.

5. Click the “Submit” button (indicated by blue arrow above). This will e-mail your Status Letter.
6. When complete, a confirmation message will be displayed. Clicking “Continue” on this message will return you to the “Certification Status” page.



The screenshot shows a web application interface with a top navigation bar containing links: Certification, Message Center, Profile, Employer Information, Orders & Payments, and Choose View. Below this is a secondary navigation bar with links: Current Status, Reminders, Registrations & Appointments, Test Results, Work Experience, and Summary. The main content area is titled "E-mail Certification Status Confirmation". It contains a message: "Your ASE certification status link has been sent:". Below the message is a button labeled "Continue".

7. The process is now complete.
8. Please call the Ann Arnold of the NJDEP’s Bureau of Mobile Sources at (609) 633-0639 if you have any questions.